

5 May 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
Period Ending 5 May 1983

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. Analysts' Study Area: The DDI has requested that a special quiet area with oversize carrels be established for private study by analysts. Space in the mezzanine vault of the CIA Library at Headquarters Building has been set aside. A combination of excess systems furniture components from the move of [redacted] and new rapid-response items are to be used and the area is expected to be ready in one month.

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b. Executive Furniture Catalog: Commercial furniture, suitable for grades SIS-4 and above, is being selected for inclusion in the new Agency Executive Furniture Catalog scheduled for publication this summer.

c. Defense '83: Defense '83, the first international defense conference and exposition of the decade, was held 28 April to 1 May 1983 at the Las Vegas Convention Center, Las Vegas, Nevada. Manufacturers and service companies from all over the world displayed the latest in defense systems, technology, and equipment. Information, brochures, and catalogs obtained at the convention have been passed to various support activities.

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3. Significant Events Anticipated During the Coming Week:

President's Daily Brief Format Change: Consistent with the gradual conversion of publication sizes from 8" x 10-1/2" to 8-1/2" x 11", the President's Daily Brief will be converted to the new format on Monday, 10 May. This size will conform to the National Intelligence Daily, and no problems are anticipated in the changeover.


Daniel C. King *[Signature]*

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